



Targeted Site Investigation Program Application Instructions for 2011 - 2012

This document outlines a process for the Department of Toxic Substances Control (DTSC) to select a limited number of Brownfields sites in California that will receive services to conduct Targeted Site Investigations (TSI). The selection procedures provide the DTSC with a method to evaluate candidate sites and ensure that the sites are eligible to participate in the program. Selected sites will receive investigation services conducted by DTSC's contractor under DTSC staff oversight. Applicants will need to submit a completed application and meet the eligibility criteria in order to be considered for this program. For the 2011-2012 TSI grant cycle, approximately \$350,000 in environmental investigative services will be available to applicants. Download the application in [Word](#) or [Acrobat](#).

SCHEDULE OF ACTIVITIES

- April/May 2011: TSI application package available on DTSC's website
- Keys to Securing Brownfields Funding Workshops (includes information on TSI application):
 - Tuesday April 26th 2011: Los Angeles
 - Thursday April 28th 2011: Oakland
 - Wednesday May 4th 2011: Sacramento
 - Thursday May 5th 2011: San Diego
- June 15 2011: TSI application deadline
- Mid to late July 2011: Decision notices for TSI applications will be issued
- August 2011: Site-specific activities will be initiated
- April 2012: Project completion



**Targeted Site Investigation Program
Application Instructions for 2011 - 2012**

SUBMITTING AN APPLICATION

Please follow these instructions for TSI application submission:

1. one application per applicant will be considered for the TSI program
2. although hard-copy applications are accepted, electronic applications are preferred
3. forward an electronic copy of the completed application in a Microsoft Office Word format;
4. any attachments provided electronically should include the applicant name and a description of the content in the file name (for example, name an attachment 'City of XYZ Site Photographs.pdf' instead of 'Appendix 1.pdf');
5. include the name of the applicant and "TSI Application 2011" in the subject field;
6. for figures and/or documents that would be cumbersome for electronic transmittal, please contact the TSI Grant Coordinator to make alternative arrangements;
7. please ensure that all application materials are **received** by June 15th 2011

ELIGIBILITY CRITERIA

Applicants will need to meet the following criteria:

1. The applicant can be:
 - a local government agency
 - a school district
 - a redevelopment agency
 - a non-profit organization

Note: An applicant may be eliminated from participating in the program if DTSC staff or managers believe the applicant's past actions show an unwillingness to be cooperative.

Sites will need to meet the following eligibility criteria:

1. Brownfields status: Sites must meet the U.S. EPA definition of a "Brownfields" site. U.S. EPA's definition comes from the 2002 federal legislation (cited earlier) and codified in 42 U.S.C. 9601. With certain legal exclusions and additions, the term "Brownfields" means real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant and may



Targeted Site Investigation Program Application Instructions for 2011 - 2012

include petroleum hydrocarbon releases. Sites ineligible to receive U.S. EPA grant funds include:

- state owned properties
- sites with ongoing or planned U.S. EPA directed removal actions;
- sites proposed or listed on the National Priority List (NPL);
- federally owned properties;
- sites under enforcement actions; and,
- active sites subject to RCRA corrective action.

Typical examples of Brownfields sites include former industrial and manufacturing facilities.

2. Current ownership: The proposed TSI project must be of interest to the applicant for facilitating reuse. Ownership of the proposed site is not required, but access agreement must be included with the TSI application.

3. Site access: Sites should be readily accessible to DTSC staff and DTSC's contractor for the purpose of performing TSI fieldwork (e.g., soil borings, monitoring well installation, or sampling). The site should be cleared of excess vegetation and/or any other physical barriers that would impede the collection of samples.

If the applicant does not own the site being proposed for the TSI, applicant must include written authorization from the landowner, allowing site access. For this grant cycle, field work may take place as soon as September of 2011 or as late as March 2012. For TSI sites, field activities may range from 1 to 5 days, and particular sites may require access for multiple phases. The applicant shall arrange for access accordingly.

4. Local agency/community support: DTSC requires assurances that the local agencies and communities support the investigation efforts being conducted under this program. The application should include letter(s) of support from persons such as community leaders, representatives from the local redevelopment agency or economic development agency, or other branches of local government (e.g., mayor's office).

5. Limits to the Project Scope: Federal guidelines prohibit any site from receiving more than \$200,000 in funds or services under this grant. Due to the number of applications received and the limitation of available funding, actual TSI grants have generally been awarded in the range of \$45,000 to \$150,000, with an average award of ~\$75,000.

Scope should be such that it can be completed within the 1-year grant cycle.



**Targeted Site Investigation Program
Application Instructions for 2011 - 2012**

SCORING CRITERIA

Eligible sites will be scored using the following criteria:

1. Uncertainty reduction/outcome: This category evaluates the likelihood the TSI will reduce uncertainty over the degree of site contamination, and focuses on the outcome of the services provided under the TSI. While the TSI funds typically will be inadequate to fully characterize large or complex sites, the funds could be used to reduce uncertainty over site contamination at smaller sites or sites with simpler chemical use histories. TSI funds may be leveraged if they are used to supplement other potential sources of funding.

In addition, the TSI could assist in finalizing the investigation or scoping of the cleanup especially if there are funds already earmarked for cleanup. Scoring this category involves an evaluation of the direct benefit of the information to be gained by the TSI funds.

2. Pioneer status: In an economically distressed neighborhood, redeveloping the first Brownfields site is more difficult than subsequent redevelopment. However, it is likely to encourage redevelopment of other nearby Brownfields sites. "Pioneer" Brownfields sites are therefore more likely to benefit from the TSI efforts than sites that are already in an economically sound area. Scoring this category involves an evaluation of the economic status of the community and the potential for the area to change based on Brownfields redevelopment.

3. Plans for reuse: This category evaluates the planning, schedule and funding sources for a redevelopment or reuse project. Redeveloping a property is more likely to occur when specific plans for reuse and financing arrangements have been identified. Factors to consider include: whether the project is within a designated redevelopment area, the specific plans and timing for reuse, whether funds have been set aside or identified for the redevelopment or reuse project, how reliable is the identified funding, and whether the project is supported by the community and public officials.

Applicants are encouraged to highlight the number of acres/square feet that will potentially be placed in beneficial reuse, jobs that will be created, tax revenues expected, etc., based on the TSI.

5. Community benefit: The potential benefits to a community from a reuse project can be measured as:

- *Potential Economic Benefit:* increases tax base, creates jobs or serves as a magnet for other retail and commercial development;



Targeted Site Investigation Program Application Instructions for 2011 - 2012

- *Social Benefit*: provides low income housing, addresses environmental justice issues, reduces and/or addresses health risk questions posed by surrounding residents;
- *Schools*: assists school districts in complying with regulatory requirements in order to construct new school facilities or expands an existing project by providing funds to assist with site assessment activity;
- *Cultural or Historical Significance*: preserves culturally sensitive or historic properties;
- *Creation or Restoration of Sensitive Land Uses*: creates wildlife preserves, parks, open space, and hospitals; and
- *Water Quality Significance*: addresses issues such as water runoff from an adjoining contaminated property or determines if groundwater has been contaminated.

SELECTION PROCESS

The following selection process will be used by the agencies to select the sites.

1. Identify potential sites: Applicants should contact DTSC staff listed in the document to determine if the site is eligible and discuss the content for the application package. Any sites not meeting the eligibility criteria will be eliminated from further consideration.

2. Obtain applications for potential sites: An application package should be completed following the guidelines included in this package. The completed application package, including any letters of support, and supplemental information, must be submitted to the designated DTSC and Water Board staff listed in this document.

3. Selection of sites: The selection panel will consist of members from DTSC and the Water Boards. The panel will select sites by considering overall geographic diversity, financial need, diversity in site or contaminant type, community need and benefit, and redevelopment plans and project type.

ONCE A SITE IS SELECTED

Each applicant will be notified of the results of the selection process as indicated in the Schedule of Activities. U.S. EPA will be notified of the projects that have been identified to receive services under the TSI and given an opportunity to verify the projects are eligible to receive funding through the grant. DTSC will initiate a scoping meeting with the applicant and the designated contractor to determine the specific scope of work. Information submitted in the application will be used to develop a Work Plan which will outline the activities, deliverable



**Targeted Site Investigation Program
Application Instructions for 2011 - 2012**

and time frames. Completion of project will be based on project scope and activities.

QUESTIONS & APPLICATION ASSISTANCE

For questions about the TSI process, or for assistance with the application, please contact:

Maryam Tasnif-Abbasi

mtasnif@dtsc.ca.gov

(714) 484-5489

Brownfields Coordinator/TSI Grant Coordinator

Brownfields and Environmental Restoration Program

Department of Toxic Substances Control

5796 Corporate Avenue

Cypress, CA 90630

or

Ian Waters

iwaters@waterboards.ca.gov

(916) 323-7905

DoD/Brownfields Unit

Division of Water Quality

State Water Board

1001 I Street

Sacramento, CA 95814